

25X1

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1 November 1951

**CONFIDENTIAL**  
**ADMINISTRATIVE SERVICES OFFICE**  
**SECURITY INFORMATION**

SLOT T/O

INCUMBENT

PENDING OR VACANT

25X1 GENERAL SERVICES DIVISION (CONTINUED)  
RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

GS-13 Records Officer

GS-5 Clerk-Steno

Vital Materials Section

GS-7 Analyst Supvr

GS-5 Clerk

GS-3 Microphotographer

Records Analysis Section

GS-12 Analyst Supvr.

GS-11 Analyst

GS-9 Methods Exam-Records

GS-9 Analyst

GS-7 Analyst

GS-3 Microphotographer

Archives Section

GS-9 Analyst Supvr.

GS-7 Analyst

GS-5 Analyst Typist

GS-4 Clerk

GS-3 Microphotographer

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GENERAL SERVICES DIVISION (CONTINUED)

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RECORDS MANAGEMENT AND DISTRIBUTION BRANCH (CONTINUED)

Mail Control Section

OS-9 Supervisor

OS-8 Supervisor

OS-6 Mail Supervisor

OS-6 Courier

OS-5 Courier

S-5 Mail Supervisor

S-4 Mail Clerk

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**GENERAL SERVICES DIVISION (CONTINUED)**

**RECORDS MANAGEMENT AND DISTRIBUTION BRANCH (CONTINUED)**

**Mail Control Section (Continued)**

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GS-5 Courier

GS-4 Courier

GS-3 Courier

GS-3 Mail Clerk

CPC-4 Messenger

CPC-3 Messenger

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GENERAL SERVICES DIVISION (CONTINUED)

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH (CONTINUED)

Mail Control Section (Continued)

25X1

OS-4 File Clerk

Total T/O - General Services Division

Total Training Pool - General Services Division

Grand Total - General Services Division

Pending Recruitment Request  
for Couriers

25X1

#3972 8-24-51 Courier

\*Training Pool Positions

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